

Los Alamos

NATIONAL LABORATORY

LABORATORY EDUCATION EQUIPMENT GIFT PROGRAM PROPOSAL

Requesting Institution or Non-profit Organization:

Principal Contact Name: _____

Title: _____ Dept: _____

Address: _____

Non-Profit 501 (c)Tax Exempt /Accreditation Certificate No. _____ (Attach Copy)

Phone: _____ Fax: _____

e-mail: _____

LANL Government Furnished Property, Loan, if applicable _____

Please complete this form and attach a detailed written description of your project and the type of equipment you are requesting to support that project per Instructions on the next page. **In order to expedite review, your proposal must be question and answer format.** Make sure your proposal is legible and contains accurate contact information (see instructions on page 2).

Mail, email, or fax the application and proposal to:

Supply Chain Management Office
Attention Steve Remde, MS C308
Los Alamos National Laboratory
Los Alamos, NM 87544
Leeg@lanl.gov
Fax: 505-665-8079

For more information, contact:
Steve Remde, 505-665-8079
Rick Alexander, 505-665-4373
leeg@lanl.gov

Applicant Signature: _____ Date: _____

Cognizant Authority Signature: _____ Title: _____

(LANL USE ONLY) Date Received: _____ Approved: Yes ☐ No ☐

Explanation: _____

LEEG Program Administrator: _____

I. Instructions

A. Eligibility to receive equipment under the LEEG program will be based on your answers to the questions below, and verification of your non-profit certification or state education accreditation status (see **Eligibility**, page 5). Please include responses to each question along with your project description. Responses should be short and concise. Entire proposal should not exceed three (3) pages. [You may submit your proposal by e-mail as an MS Word attachment.](#) [Acknowledgement of receipt will be made by return email.](#)

1. What is the expected scientific and educational impact to your campus and community as a result of the project?
2. How will a gift of equipment increase the probability that this project will successfully achieve its stated research or educational objectives?
3. What is the plan for maintaining the equipment through its life of the project?
4. Does the institution/organization support the activity that the project will generate?
5. What is the approach for putting the equipment to good use throughout the life of the project?
6. Are the budget, schedule and facilities for completing the project reasonable?
7. Do you have adequate resources to install and operate the equipment?
8. Will there be adequate resources to enhance, repair or replace equipment parts?
9. Is there a plan for ultimate disposal if the equipment outlives its usefulness?

B. Include as much detail as possible on your equipment requirements:

Type of equipment and number of units
Model name or number
Manufacture
Capabilities

Note: If a variety of equipment is required to support the same project please attach a complete list.

II. Eligible Equipment

Research equipment that may be provided for the purpose of the LEEG program under the following Federal Supply Classification Group (FSC) codes:

<u>Code</u>	<u>Description</u>
34	Metal working machinery
36	Special industry machinery
41	Refrigeration, air conditioning, and circulating equipment
52	Measuring tools
59	Communication, detection, and coherent radiation equipment
60	Fiber optics material, components, assemblies, and accessories

Los Alamos

NATIONAL LABORATORY

<u>Code</u>	<u>Description</u>
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61	Electrical wire, and power and distribution equipment
66	Instruments and laboratory equipment
67	Photographic equipment
70	General purpose automatic data processing equipment, supplies and support equipment

Note: Other equipment deemed appropriate for supporting scientific education or research activities may also be made available to the LEEG program, e.g. enclosed trailers that house instrumentation.

Restrictions

The following may not be considered for the LEEG program:

- Contaminated equipment
- Proliferation-sensitive/weapons-related equipment
- Items on the U. S. Munitions List
- General office supplies and material
- Building supplies and material
- Real property
- Furniture
- Precious metals

**LOS ALAMOS NATIONAL LABORATORY'S
EDUCATION EQUIPMENT GIFT PROGRAM
PLAN**

Effective Date March 29, 2000

Description

The purpose of this program is to dispose of research equipment that is excess to Los Alamos National Laboratory and DOE by gifting it to an educational institution and/or a nonprofit organization for the conduct of technical and scientific education or research. The program complements the DOE Energy Related Laboratory Equipment (ERLE) Program, the State Federal Surplus Program, and the Laboratory's K-12 Equipment Gift Program and enables the Laboratory and the Department to assist all deserving educational organizations in a fair and efficient manner. Program implementation and administration will follow the approach and guidelines developed for, and effectively implemented by, the Laboratory's successful K-12 Equipment Gift Program.

This new program is called the LANL Education Equipment Gift Program (LEEG)

Eligible Personal Property

Research equipment for the purpose of the LEEG is defined as Federal Supply Classification Groups:

- 34-Metal working machinery
- 36-Special industry machinery
- 41-Refrigeration, air conditioning, and circulating equipment
- 52-Measuring tools
- 59-Communication, detection, and coherent radiation equipment
- 60-Fiber optics material, components, assemblies, and accessories
- 61-Electrical wire, and power and distribution equipment
- 66-Instruments and laboratory equipment
- 67-Photographic equipment
- 70-General purpose automatic data processing equipment (including firm ware) software, supplies and support equipment
- 74-Office machines, text processing systems, and visible record equipment
- And other related equipment that is deemed appropriate for use in improving scientific education or research activities. This would include equipment items directly related to scientific education or research activities; e.g. enclosed trailers that house instrumentation.

Non-Eligible Personal Property

Equipment that can not be considered for gifting is:

- Contaminated property
- Proliferation-sensitive/weapons-related equipment
- Items on the U. S. Munitions List
- General office supplies and material
- Building material and supplies
- Real property

Equipment Screening

Excess screening requirements are as follows:

- Equipment with an acquisition cost of less than \$25,000 need only be screened on site, LANL and DOE/LAAO only (LANL's SWAP SHOP will be the vehicle used to screen the equipment)
- Equipment with an acquisition cost of \$25,000 to \$100,000, and which is more than five (5) years old, need only be screened on site, LANL and DOE/LAAO only (LANL's SWAP SHOP will be the vehicle used to screen the equipment)
- All other equipment, excess to the site, must also be screened DOE-wide (normal excess screening process will be used)

Eligibility

Eligible institutions are:

- Educational institutions that are accredited by their State Accreditation Board.
- Non-profit organizations that are engaged in collaborative projects with schools or that have education as their primary focus and provide U. S. Treasury/IRS 501-(3)©certification.

Technical Review Criteria for Consideration

The following will be used to determine the feasibility of gifting research equipment to a particular institution as indicated by their LEEG request form:

- What is the expected scientific and educational impact to your campus and community as a result of this **project**?
- How will the gifted property increase the probability that this proposal/project could successfully achieve its stated scientific/technical objectives?
- Does the proposal present a clearly defined plan for maintaining the equipment through the life of the project?
- Does the institution support the activity that will accompany the project?

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- Is there a strategic approach for putting the equipment to good use through the life of the project and beyond?
- How reasonable are the budget, schedule, and facilities for completing the proposed work?
- Have adequate resources been included to acquire and install the equipment?
- Are there enough resources to enhance, repair or replace equipment parts?
- Is there a plan for ultimate disposal if the equipment outlives its usefulness?

Tie Breakers

In the event that two proposals are received for equipment that appear to be equal according to the criteria, the following additional criteria will be applied to make a final decision:

Programmatic Impact

- What is the probable impact the project would have on DOE/Laboratory programs?
- What is the probable DOE/Laboratory programmatic return on investment?

Importance of Collaboration

- What are the complementary capabilities and facilities at the Campus and Laboratory to carry out the proposed research?
- Are resources leveraged to accomplish the goals of the proposal/project?

Responsibilities

Educational Institution must:

- Submit LEEG Request Form outlining equipment needs and benefits in Question & Answer format
- Appoint a designated representative for signing standard gift agreements
- Assume all transportation costs, and
- Assume all liability for gifted equipment.

Program Administration

The Science and Technology Based Science Education Program Office (STB) is the Education Equipment Gift Program (LEEG) primary Administrator/Coordinator and will be the Points of Contact (POC). Both STB and the Business Operations Division will manage the program. The POCs will;

- Receive all gift requests
- Conduct initial request reviews

Los Alamos

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- Be responsible for all reporting requirements, statistical information gathering, record keeping/document retention
- Acts as subject matter experts concerning all matters related to the LEEG
- Inform and instruct Laboratory workers of the program's objectives and guidelines
- Inform interested institutions of the program, and
- Notify, by letter, the institutions of the "Intent to Gift".

LEEG Committee

A committee led by STB/Science Education Program Office and represented by Property Management, BUS-6, a technical representative and JCNNM Property Management is the governing body for the LEEG. The LEEG committee is the sole Laboratory delegation that will award gifts through the program. The committee is responsible for:

- Ensuring requests for gifts are complete,
- Reviewing requests for eligibility,
- Awarding requests,
- Documenting justification for gifts,
- Developing and administering an awards initiative for the program,
- Recognizing organizations for the support of the program,
- Ensuring fairness of the gifting program, and
- Ensuring program compliance with established guidelines.

Laboratory Management

Laboratory Management is responsible for ensuring that their cognizant organizations actively participate, support and endorse in the LEEG by:

- Informing the committee of available equipment that should be considered for gifting,
- Notifying the Program Administrator or the committee of any scheduled project shut down, and
- Identifying their organization's technical representative to assist the committee in determining availability of equipment, condition, capabilities and appropriateness of property to gift (the technical representative shall gather and keep all operating manuals associated with designated gift equipment).

Laboratory Property Administrators

Property Administrators will be the foundation of the program by:

- Reviewing all excess requests to determine if the excess property meets the needs of the LEEG,
- Informing the LEEG Administrator of all property that the committee should consider for gifting actively,
- Supporting the program through their review of excess as well as reviewing their organization laboratories, work areas and off-site locations for any unused/infrequently used property that can be considered for gifting,
- Informing the program administrator of any scheduled project shut downs,
- Staging designated gift equipment,
- Arranging for transport to JCNNM staging area,
- Maintaining equipment condition,

Los Alamos

NATIONAL LABORATORY

- Gathering and keeping all operating manuals associated with the gift equipment, and
- Providing training for the Laboratory's employees and contractors to ensure that all property is maintained in proper working order is protected against deterioration, and property is appropriately considered for the LEEG.

KSL Property Management

KSL will be responsible for:

- Staging equipment,
- Assisting recipients during equipment pickup,
- Initiating property transfer documentation,
- Tracking equipment gifts,
- Preparing quarterly reports, and
- Preparing analysis reports.